



**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on March 17, 2022**

Call to Order:

President Wilkie called the meeting to order at 6:15 pm.

Pledge of Allegiance:

**Roll Call: Commissioner Machowski – Absent
Commissioner DiCianni – Present
Commissioner Coons – Present
Commissioner Thornbury – Present
President Wilkie – Present**

Others Present:

Tim Reinbold, Executive Director/Board Secretary
Penny Thrawl, Executive Assistant/HR Manager/Assistant Board Secretary
Linda Straka, Superintendent of Finance & Technology
Gregg Ireland, Superintendent of Parks & Facilities
Matt Odom, Superintendent of Recreation/Safety Coordinator
Michelle Savage, Office Manager
Sheri Potter, Marketing & Special Events Supervisor
Dan Leahy, Western DuPage Special Recreation Association (WDSRA) Executive Director
Ron Mentzer, City of Warrenville Director of Community & Economic Development
Consuelo Arquilles, City of Warrenville Community Development Assistant

Approval of the March 17, 2022 Regular Meeting Agenda:

**MOTION: Commissioner Coons moved to approve the Regular Meeting Agenda for March 17, 2022.
Seconded by Commissioner DiCianni.**

Roll Call Vote:

**Commissioner Thornbury - Aye
Commissioner DiCianni - Aye
Commissioner Wilkie - Aye
Commissioner Machowski - Absent
Commissioner Coons - Aye**

4-Ayes, 0-Nays, 1-Absent (Machowski)

MOTION CARRIED.

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Public Comment: No public in attendance.

Annual Visit from WDSRA (Western DuPage Special Recreation Agency) Executive Director Dan Leahy: WDSRA Executive Director Dan Leahy provided a hand out and gave a brief report on his first 10-months at WDSRA, the programming, support and collaboration from the Park District, and the review of WDSRA's Fiscal Year 20-21. He stated that WDSRA is able to provide disability awareness education for District staff and community partners (corporate or other municipal partners), and the assessment of space for the disabled if needed.

City of Warrenville Project Updates – Ron Mentzer, Director of Community & Economic Development: The Director of Community & Economic Development, Ron Mentzer updated the Board on the City's current and completed developments and possible upcoming developments. The Board was also provided a progress update on the Trailhead Project and on the Old Town Redevelopment Site, former Citgo property.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of February 17, 2022

Approval of Closed Session Meeting Minutes of February 17, 2022 – Personnel:

MOTION: Commissioner DiCianni moved to approve the Consent Agenda which includes the Regular Meeting Minutes of the Board of Park Commissioners for February 17, 2022 and the Closed Session Meeting Minutes of February 17, 2022 – Personnel. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner DiCianni - Aye	Commissioner Thornbury - Aye
Commissioner Coons - Aye	Commissioner Machowski - Absent
President Wilkie - Aye	

4-Ayes, 0-Nays, 1- Absent (Machowski)

MOTION CARRIED.

Financial Reports:

Approval of Financial Statements for the period ending February 28, 2022:

MOTION: Commissioner Thornbury moved to approve the Financial Statements for the period ending February 28, 2022. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Machowski - Absent	Commissioner DiCianni - Aye
Commissioner Thornbury - Aye	Commissioner Coons - Aye
President Wilkie - Aye	

4-Ayes, 0-Nays, 1-Absent (Machowski)

MOTION CARRIED.

Approval of Expenditure Report through February 28, 2022 in the Amount of \$101,193.98:

MOTION: Commissioner Coons moved to approve the Expenditure Report through February 28, 2022 in the Amount of \$101,193.98. Seconded by Commissioner Thornbury.

Roll Call Vote:

Commissioner DiCianni - Aye
Commissioner Machowski - Absent
President Wilkie - Aye
Commissioner Thornbury - Aye
Commissioner Coons - Aye
4-Ayes, 0-Nays, 1-Absent (Machowski)
MOTION CARRIED.

Correspondence:

IAPD 2022 Membership: Board Members were each given their IAPD Membership Card for 2022.

2022 2nd Quarter Special Events Calendar: The Executive Director stated that there are many events taking place in the second quarter and if Commissioners wish to help/volunteer or to be involved for a specific special event to reach out to him to let him know.

Unfinished Business:

Discussion and Response to COVID-19: The Executive Director reported that on February 28th the masking mandate in Illinois was lifted and as of that date, masks are no longer required in any of our programs or buildings. Signage was updated along with our social media to reflect the change. The transition has gone extremely well, with no negativity as of date. As done from the beginning, the District will keep in compliance with IDPH and CDC guidelines moving forward, if something changes in the future the District will adapt accordingly.

Review and Approval of Administrative Procedure; A-07 Active Military Use of WCB Activity Room Free of Charge for Commissioning Ceremony:

MOTION: Commissioner Thornbury moved to Approve the Administrative Procedure; A-07 Active Military Use of WCB Activity Room Free of Charge for Commissioning Ceremony. Seconded by Commissioner Wilkie.

The Executive Director explained that Commissioner Thornbury brought to the Board a proposal to allow active military usage of the District for Commissioning Ceremonies. The Administrative Procedure is to correlate with our rental application form and to allow the first two (2) hours service free of charge.

Commissioner Thornbury suggested to revise the policy to include additional hours of use past the free 2-hours of rental space at the residential rate, if needed and available.

AMENDED MOTION: Commissioner Thornbury moved to Approve the Administrative Procedure; A-07 Active Military Use of WCB Activity Room, Free of Charge for a Commissioning Ceremony with the suggested revisions. Seconded by Commissioner Wilkie.

Roll Call Vote:

Commissioner Machowski - Absent
Commissioner DiCianni - Aye
President Wilkie - Aye
Commissioner Coons - Aye
Commissioner Thornbury - Aye
4-Ayes, 0-Nays, 1-Absent (Machowski)
MOTION CARRIED.

New Business:

Review of Operating/Working Budget for Fiscal Year May 1, 2022 through April 30, 2023: The Executive Director and Superintendent of Finance & Technology thanked staff for their tremendous job in assisting with the final budget draft.

The Fiscal Year 2022-23 Budget is being presented for the Boards review and reflects the recommended Park District financial plan to provide parks, facilities, programs and services to residents and participants during the coming fiscal year. It is the District’s intent to maximize the best use of our resources to serve residents and participant needs through sound fiscal management.

Highlights and accomplishments of Fiscal Year 2021-22 was reviewed with the Board and the following funding streams for Fiscal Year 2022-23 was discussed and explained to the Board:

Corporate Fund	\$1,664,284
Recreation Fund	1,030,477
Liability Fund	88,068
Capital Projects Fund	168,640
Special Recreation Fund	205,838
Debt Service Fund	207,069
Fitness Fund	194,426
TOTAL	\$3,558,802

Land/Cash Donation Discussion in Regards to the City of Warrenville Lexington Trace Project: The Executive Director explained that the City’s Director of Community & Economic Development is in communication with him in regards to any projects that would involve potential Land Cash Donations involving the District. In regards to the Lexington Trace Project, as presented earlier, would provide a potential of ¼ of an acre to the Park District or an estimated \$140,000.00 contribution to the City in lieu of a park land contribution. As done in the past couple years, this is being brought to your attention so the City staff can advise the developer accordingly.

Strategic Master Plan Consultant Selection Process – Discussion: The Executive Director explained that the Strategic Master Plan services RFQ (Request for Qualifications) has been posted both in the newspaper and on our website for the required amount of time. The District received seven (7) requests for the information, two (2) were submitted for possible selection and only one (1) of the qualifications was received on time. The Executive Director explained the process in how staff “scored” the RFQ with the requirements the District set.

The Executive Director explained that a Special Meeting will be scheduled on Thursday, March 24th, 2022 at 5:00 PM, for PROS Consulting to present to the Board their services, process, partners and experience with the Strategic Master Planning process. The Executive Director stated that to move forward in awarding the Strategic Master Plan project, the negotiation for the cost of services to be provided would need to be specified and agreed upon. The timeline of the project was provided within the RFQ, which is scheduled to begin in late April and ending in mid-January early-February of 2023.

It was the consensus of the Board that the Executive Director negotiate the cost of the services to be provided and bring back before the Board for discussion and approval at the April 28th, 2022 Board of Park Commissioners Regular Meeting Agenda. The Executive Director told Commissioners that copies of the Request for Qualifications and the proposal from PROS Consulting, Inc. are available to them if wanted.

The Executive Director informed the Board that all staff, full-time, part-time, seasonal will be invited to attend the Strategic Master Planning Meetings, as it is important to have the entire staff onboard with this process, ALL staff, seasonal part-time and full time as the Strategic Master Plan will direct where the District is going in the next five (5) years. He wants ALL staff to have the opportunity to become a part of the process and have input on decisions that will be made for the District.

Officials & Staff Reports

President: ***President Wilkie*** reported that there is a great article regarding Diversity, Equity, and Inclusion in the most recent issue of Illinois P&R (Parks and Recreation) magazine. It was a great article along with the article showcasing the Skokie Park District and is worth the read as this will most certainly be addressed in the Districts Strategic Master Plan.

Commissioner Wilkie also noted that he had a great time when attending the WDSRA Bash.

Commissioners: ***Commissioner DiCianni*** is thankful for everyone's efforts that have went into the budgeting process. She appreciates all the events coming up, spring and all that it entails (warmer weather).

Commissioner Coons thanked everyone for all their efforts in the budgeting process.

Commissioner Coons also stated that while family members volunteer to coach for the Youth Basketball Program, it was impressive seeing the participants play basketball without hearing any complaining about having to wear a mask. The program is being well run.

Commissioner Thornbury did not have anything to report.

Executive Director: The ***Executive Director*** reported that he attended the Legislative Conference in Springfield earlier this month which was back in person for the first time in the past three years. Tuesday evening a legislative reception took place at the Illini Country Club where representatives were sent invitations to attend and on Wednesday the conference took place. This year's attendance was higher than usual due to it being an election year.

The Executive Director also reported that he will be scheduling a Summer Daze Committee within the next couple weeks as this event is coming up quickly.

The Executive Director also reported that he attended a City Trailhead Meeting held via Zoom last night. The project is to go out to bid at the end of March and is scheduled to begin the after the 2022 Summer Daze event. Art on the Prairie will take place in the lower-level parking lot here at the Recreation Center.

Department Heads: The ***Superintendent of Finance and Technology*** did not have any additional information for the Board.

The ***Registration Office Manager*** reported that the participation numbers are growing for all programs.

The Superintendent of Recreation/Safety Coordinator reported on the increase in Summer Camp enrollments.

Also, the Pickleball Program is growing in numbers with 57 more participants.

The Superintendent of Parks and Facilities reported that a new roof was installed on the Summerlakes shed, painting will take place once good weather arrives. Also, he and staff attended the CPR/AED/First Aid Training this past Saturday.

The Marketing and Special Events Supervisor reported that the Summer Brochure is scheduled to be mailed out on March 28th, 2022. She also reported that Birthday Parties continue to be big, as the number of reservations has increased tremendously.

Any Other Business that may properly come before the Board for Discussion Only:

**Adjournment: MOTION: Commissioner DiCianni to Adjourn. Seconded by Commissioner Coons.
VOICE VOTE: 4-Ayes, 0-Nays, 1-Absent (Machowski).**

Adjourned at 8:03 PM

Approval

 / 4/28/22

Colin Wilke, President Date

Seal

 / 4/28/22

Tim Reinbold, Secretary Date